



King County
INFORMATION SYSTEMS ANALYST III
(SIGNATURE SYSTEM ADMINISTRATOR)

PUBLIC HEALTH- SEATTLE & KING COUNTY
ADMINISTRATIVE SERVICES DIVISION/CLINICAL & ADMINISTRATIVE SYSTEMS MGMT

Salary Range \$53,711.58 - \$75,691.76

Job Announcement No.:03RM3816

OPEN: 10/22/03 CLOSE: 11/4/03

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 1230, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Michael McBrayer at (206) 296-4697 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: [A King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center – 999 Third Avenue, 15th Floor, Seattle, WA 98104

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday, 8 am – 5 pm.

PRIMARY JOB FUNCTIONS INCLUDE:

1. System Administration: Develop, maintain and enhance the Siemens Signature patient management and billing application and interfaces. Assure that the application complies with changing Federal and State regulations, payor requirements, and user needs. Oversee and direct the maintenance of system security tables, profiles, and master files. Serve as technical lead, expert and advisor on system structure and functionality for users and managers needing system solutions to patient data and billing issues.
2. System Enhancements/Long Term Planning: Analyze proposed new features, enhancements, upgrades or interfaces to the Signature application. Assess impact on current operations, and future business and operational needs. Perform cost/benefit and feasibility analyses and justify purchase recommendations. Coordinate planning and implementation of all enhancement projects with Public Health MIS section and software vendors. Oversee the work of contracted programmers. Program enhancements and customizations to the application using Signature Online Architectural Software (OAS) Gold and other fourth generation tools provided by the vendor.
3. Change Management: Responsible for system integrity by working closely with the vendor's application support group in a remote-computing environment. Oversee testing of programming changes before implementation to production system. Establish, implement, and maintain change management and testing policies and procedures. Develop and oversee maintenance of system technical documentation, including all changes and upgrades.
4. Resolution of System Problems: Work with users and the vendor's application support group to identify, analyze and solve system problems or "bugs". Work with the unit manager to expedite problems, including negotiation of contracted support services, when needed.

5. Liaison with MIS/Technical Support: Coordinate application issues and requirements with Public Health MIS section, which is responsible for the servers, printing functions, and network connectivity for Signature. Determine requirements for ongoing support of the application. Facilitate platform and application upgrades, troubleshooting and other technical changes which impact the application.

QUALIFICATIONS:

- Bachelor's Degree required, in information systems or a related discipline.
- Must have prior experience as a programmer or systems analyst working for a healthcare provider or payer supporting clinical and business operations.
- Must have experience working closely with other technical staff and end users.
- Must be able to track and report on outstanding application problems and issues in a cross-functional team setting. Must have prior experience working with established change management processes for application upgrades and modifications.
- Must have prior experience working with application testing methodologies to insure integrity and reliability of the production environment.

DESIRED QUALIFICATIONS:

- Prior experience working with Siemens' Signature patient management and billing software or other vendor supported applications, where candidate played a role in coordinating directly with the vendor's application support personnel is desirable.
- Prior experience or training using OAS Gold, Visual Basic or other fourth generation programming and reporting tools is highly desirable.
- Prior experience or training in project management is desirable.
- Experience using Microsoft Project or other project management tools is highly desirable.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: This position is not represented.

CLASS CODE: 8548 SEQUENCE NUMBER: 80-8548-0290